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OFFICE OF SECURITY AT NOAA

e-QIP APPLICANT INSTRUCTIONS

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You have been invited into the Office of Personnel Management, Electronic Questionnaire for Investigations Processing (e-QIP).

Please click on this link to access the security website. **www.opm.gov/e-qip.**
Completion of your e-QIP investigative questionnaire is a time sensitive matter. Please complete the investigative questionnaire by 7 days from date of this e-mail.

SYSTEM REQUIREMENTS

1. Configuring Your Browser

e-QIP is designed to be accessible from any computer, anywhere in the world. You can use your personal computer at home or at the office. e-QIP is compatible with most well-known browsers including Microsoft's Internet Explorer, Mozilla Firefox, and Apple Safari. The following procedures are provided as a guide for configuring your browser to work with e-QIP.

Configuring Internet Explorer

To use Microsoft Internet Explorer (IE) to access e-QIP, you must have version 6.0 or higher. To check your version, open Internet Explorer and select Help > About Internet Explorer. For the latest version and updates, visit the Microsoft website. (external link)

Note: If you use AOL, make sure you open Internet Explorer in a new window outside of AOL.

To set the Security options for IE
 1. Select Tools in the menu bar.
 2. Select Internet Options.
 3. Select the Security tab.
 4. Select the Custom Level button.
 5. In the Settings list box, scroll down to the Scripting section.
 6. Under Active Scripting, select the Enable radio button.
 7. Click OK.
 8. Select Yes on the confirmation dialog box.
 9. Select the Advanced tab.
 10. In the Settings list box, scroll down to the Security section.
 11. Select the check box for each of the following options:
        a. Do not save encrypted pages to disk
        b. Empty temporary Internet Files Folder when browser is closed
 12. Click OK.

Configuring Mozilla Firefox

To use Mozilla Firefox with e-QIP, you must have version 1.0 or newer. You can find out which version of Firefox you have by selecting Help > About Mozilla Firefox. To get the latest version, visit the Mozilla website. (external link)

Although security settings may be preset to default to appropriate settings, you should verify that they are configured as follows.

To configure Firefox
 1. Select Tools
 2. Select Options...
 3. Select the Advanced icon
 4. Select the Encryption tab
 5. Under Protocols, select the check boxes for Use SSL 3.0 and Use TLS 1.0
 6. Select the Privacy icon
 7. In the Firefox will drop-down list box, select Use custom settings for history
 8. Make sure the following options are selected:
        a. Accept cookies from sites
 b. Clear history when Firefox closes
 9. Make sure the following options are de-selected:
        a. Remember search and form history
        b. Remember what I have downloaded
 10. Click OK

Configuring Apple - Safari

Use the following instructions to configure your Safari browser to access e-QIP:

To configure Safari
 1. Select Edit in the menu bar
 2. Select Preferences...
 3. Click the Advanced icon
 4. Select the Show Develop Menu in Menu Bar check box
 5. Click Close
 6. Select Develop in the menu bar
 7. Under User Agent, select an appropriate browser: Internet Explorer for PC or Firefox for Mac
 8. If needed, type www.opm.gov/e-QIP into the address field to re-connect to the e-QIP website

2. **e-QIP requires that TLS 1.0 be enabled in the user's browser.**

TLS and SSL encrypt the segments of network connections. e-QIP requires that TLS 1.0 be enabled in your browser. If you do not enable this setting, you will get a "Page Cannot be Displayed" error.

To enable TLS 1.0 in IE
 1. Select Tools
 2. Select Internet Options
 3. Select the Advanced tab
 4. Scroll down to the Security section
 5. Select the Use TLS 1.0 check box
 6. Click OK

ACCESS/LOG INTO e-QIP

1. Open your internet browser and navigate to the following URL: www.opm.gov/e-QIP/. The e-QIP Application Page will appear.
 2. Click the button labeled Enter e-QIP Applicant Site (or) click the Applicant Site option in the left navigation bar.
 3. e-QIP automatically tests your browser for compatibility and displays the results on a page entitled "Testing Your Web Browser for Compatibility." (SEE SYTEM REQUIREMENTS SECTION)
        a. If you have followed the steps included in this guide to configure your browser, you should show a green "OK" checkmark for each option.
         b. If any options show a red warning, follow the on-screen instructions to change your browser settings. e-QIP will not display unless these settings are enabled.
 4. Click Continue.
 5. If a Security Alert dialog box displays, click Yes.

Once you have accessed the e-QIP login screen, follow the steps below to log into e-QIP.

1. Type your Social Security Number (SSN) into the Social Security Number field
2. Press the [Tab] key to move to the next SSN field
3. Click Submit

Answer the Golden Questions

If you entered your SSN correctly, you should next see a screen that asks you to answer three "Golden Questions." If this is your first time logging into e-QIP, the "default" Golden Questions display. Your default Golden Questions are as follows:

Last Name
City of Birth

Four-digit Year of birth

Once you answer these correctly, the system will prompt you to create three new Golden Questions and Answers.

If you have logged into e-QIP at some other time, your previously created personal Golden Questions will display.

Create a New Set of Golden Questions (First Login Only)

The first time you log into e-QIP, the three default Golden Questions display. Once you answer these correctly, the system will prompt you to create a set of three new Golden Questions and Answers.

Golden Questions are one of several security measures that have been built into e-QIP to help minimize unauthorized access to your information. Golden Questions enable e-QIP to verify your identity. Create a combination of Golden Questions for which only you will know the correct answers. It is best to use a one word answer to minimize login error.

To create a new set of Golden Questions
 1. Select a set of questions that only you know the answers to. Keep in mind these guidelines:
      a. Do not repeat any of the defaults
      b. Questions can be phrases
      c. Answers must have at least three characters
      d. Capitalization does not matter; spelling and punctuation must match exactly
      e. Each answer must be unique
      f. You cannot leave a question or answer area blank

Remember! It may be several years before you return to the e-QIP system to complete a reinvestigation, so it is recommended that you use responses that you will remember in the distant future.

2. If you wish, click the checkbox above the questions labeled Allow me to see my Golden Answers as I type them to see the responses as you type
3. Type each question into the Question field
4. Type the corresponding answer into each Answer field
5. Click Submit

It is your responsibility to remember your Golden Questions. It is also important to protect the answers to your Golden Questions. These are your "password" to the e-QIP system.

NOTE: If you cannot remember the responses to your Golden Questions, or if you encounter any other issues with logging in, send an email to <u>erso.persec@noaa.gov</u> to have them reset your Golden Questions.

COMPLETING THE FORM/QUESTIONNAIRE

If you read the instructions at the beginning of the document, prior to filling out your e-QIP investigative questionnaire, you will find this exercise much easier. You may need to gather the following information prior to completing your e-QIP investigative questionnaire:

1. Proof of citizenship, **if applicable**, such as: passport, Citizenship Certificate, Naturalization Certificate, or Alien Registration Number.
2. Employment history - Current and previous work location addresses, supervisor names, addresses, and contact information.
3. Personal residence(s) - Name, address, and phone number of a person who knew you at each address.   **NOTE: All contact information must include a physical address. PO Boxes are unacceptable. APO/FPO is allowed, however physical address must also be provided.**
4. Three personal references.
5. Relatives' citizenship information, aliases, employer, and foreign activities**, if applicable.**
6. Selective Service ID number, **if applicable**. If you need your Service Number call 1-847-688-6888 or visit the Selective Service System website. **(SEE USEFUL LINKS)**

Once you have navigated through the questions, you will get the chance to **REVIEW** your answers, and provide a response if you left out anything, and then **VALIDATE** your information, in order to ensure completeness of your data.

When you are satisfied that your form is complete and no validation errors are present, you have the option of reviewing a display copy of your form before certifying it. You can also review the Display copy at any time as you complete the form.

Again, if you do not have any changes to the information you previously provided, click **CERTIFY** the Investigation Request button to complete your form.   **Important! Once**

you certify the form, your answers will be locked and the form will become unavailable for editing. You will be unable to make any further changes.

PRINT THE SIGNATURE FORMS that you will **sign and mail** the originals to the address specified below. Signature Forms are a required part of an investigation as they authorize your Investigation Service Provider (ISP) to obtain necessary information; you must sign and then send to your sponsoring agency.

NOTE: To facilitate faster processing of your investigation, and if you have the capability, you may SCAN AND UPLOAD your signature forms via e-QIP or you may also FAX to the Security Specialist who sent you the e-mail invitation at 301-713-0953.

RELEASE and TRANSMIT the e-QIP investigative questionnaire to the sponsoring agency for review and approval. In the event your information or attachments are incomplete, the sponsoring agency may return the information you provided in e-QIP and contact you to make corrections to the form.

MAIL the original signature pages and other security documents requested. You may use regular mail or FedEx/UPS **ATTENTION: (name of Security Specialist that sent you the e-mail invitation):**

> **Department of Commerce**
> **Office of Security at NOAA**
> **1335 East West Highway**
> **SSMC 1 Room G-101**
> **Silver Spring, MD 20910**

USEFUL LINKS

Selective Service - if you were born before 1959 you can disregard. If you were born after 1959 please go to this link and locate the necessary information: http://www.sss.gov/

US Zip Code webpage through the US Postal Service: http://www.usps.com/